

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by Community Services Bureau to a majority of members of the Head Start Policy Council less than 72 hours prior to that meeting are available for public inspection at: 3068 Grant St. Bldg. 8, Concord, CA 94520 during normal business hours. (Gov. Code, section 54957.5(b)(2)).

Agenda

Group/Meeting Name: CSB Policy Council Meeting	
Date: May 15, 2019	Time: 6:00-8:00 PM
Location: 500 Ellinwood Way, Pleasant Hill, CA	
Meeting Leader: Veronica Gutierrez	
Purpose: Conduct Regular Monthly Meeting	

The Community Services Bureau of Contra Costa County will provide reasonable accommodations for persons with disabilities planning to participate in Policy Council meetings or Subcommittee meetings. Please contact PC Staff at least 48 hours before the meeting at (925) 646-5595.

Persons, who wish to address the CSB Policy Council during public comment or with respect to an agenda item, will be limited to two minutes.

Desired Outcome: By the end of this meeting, we will have:

Agreement on desired outcomes and ground rules so that our meeting is productive.

Parent Recognition of Staff Excellence Award presentation to validate employee dedication and uniqueness while working with children and families.

An understanding of monthly updates and approvals to ensure ongoing communication and necessary actions take place for seamless program operation.

An overview of the Single Audit Results Fiscal Year 2018.

A ratification of approval of the Early Head Start Child Care Partnership #2 Continuation Grant.

An approval of the Change in Scope of Services of Head Start program options for 2019-2020 program year in response to community needs.

A presentation from the Office of Head Start Director speaking to Policy Council as leaders in serving families experiencing homelessness.

An understanding of subcommittee updates so that representatives are informed of subcommittee discussions and outcomes.

An approval of the 2019-2020 Planning Calendar.

An understanding of the Continuation Grant Cycle and PC Involvement.

An understanding of Site Reports so that we may celebrate our children, families, and staff's co-partnering efforts to build partnerships and community.

Announcements so that we may be informed of Bureau news and available community resources.

A Meeting Evaluation so that we may review our strengths and make any improvements as needed.

Agenda			
What (Content)	How (Process)	Who	Time (Minutes)
Review Desired Outcomes	Present Clarify Check for understanding	Emma Duran	3 Minutes
Meeting Ground Rules	Present Clarify Check for understanding	Delphine Smith	2Minutes
Public Comment	Present	Member of the Public	1 Minute
Correspondence	Present	Katie Cisco	1 Minute

	Clarify		
Parent Recognition of Staff Excellence Award recognition	Present Clarify	Veronica Gutierrez	5 Minutes
Administrative Reports: <ul style="list-style-type: none"> CSB Director Division Manager Fiscal 	Present Clarify Check for understanding	Camilla Rand Katharine Mason Haydee Ilan	20 Minutes
Report: <ul style="list-style-type: none"> Single Audit Fiscal Year 2018 	Present Clarify Check for understanding	Haydee Ilan	5 Minutes
Action: <ul style="list-style-type: none"> Consider Ratification of Approval of Early Head Start Child Care Partnership #2 Continuation Grant 	Present Clarify Check for understanding Check for Agreement	Haydee Ilan	3 Minutes
Action: <ul style="list-style-type: none"> Consider approval of Change in Scope Request 	Present Clarify Check for understanding Check for Agreement	Sarah Reich	10 Minutes
Presentation: <ul style="list-style-type: none"> OHS Director's Video 	Present Clarify Check for understanding	Pam Arrington Michelle Mankewich Tracy Lewis	40 Minutes
Report: <ul style="list-style-type: none"> Subcommittee Updates 	Present Clarify Check for understanding	Subcommittee Leads	10 Minutes
Action: <ul style="list-style-type: none"> Consider approval of 2019-2020 Planning Calendar 	Present Clarify Check for understanding Check for Agreement	Nasim Eghlima	5 Minutes
Presentation: <ul style="list-style-type: none"> Continuation Grant Cycle and PC involvement 	Present Clarify Check for understanding	Nasim Eghlima	5 Minutes
Action: <ul style="list-style-type: none"> Consider Approval of April 17 20, 2019 Policy Council Minutes 	Present Clarify Check for understanding Check for Agreement	Veronica Gutierrez	3 Minutes
Site Reports	Present Clarify Check for Understanding	Two Site Representatives	5 Minutes
Announcements	Present Clarify Check for Understanding	Pam Arrington	2 Minutes
Meeting Evaluation	Plus/Delta	Volunteer	1 Minute

Enrollment and Attendance Report to Policy Council April 2019

Enrollment:

- **HS – 101.1%**
- **EHS – 101.9%**
- **EHS-CCP – 101.39%**
- **EHS-CCP2 –100%**

Attendance:

- **HS – 81.99%**
- **EHS – 81.86%**
- **EHS-CCP – 92.19%**
- **EHS-CCP2 –82.23%**

Informe de Inscripción y Asistencia al Consejo de Políticas Abril 2019

Inscripción:

- ***HS – 101.1%***
- ***EHS – 101.9%***
- ***EHS-CCP – 101.39%***
- ***EHS-CCP2 –100%***

Asistencia:

- ***HS – 81.99%***
- ***EHS – 81.86%***
- ***EHS-CCP – 92.19%***
- ***EHS-CCP2 –82.23%***

**CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU
HEAD START PROGRAM
BUDGET PERIOD JANUARY - DECEMBER 2019
AS OF MARCH 2019**

DESCRIPTION	March YTD Actual	Total Budget	Remaining Budget	25% %YTD
a. PERSONNEL	\$ 1,100,743	\$ 4,302,643	\$ 3,201,900	26%
b. FRINGE BENEFITS	708,280	2,746,259	2,037,979	26%
d. EQUIPMENT	-	24,000	24,000	0%
e. SUPPLIES	58,644	235,500	176,856	25%
f. CONTRACTUAL	104,188	2,650,628	2,546,440	4%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	362,682	5,761,049	5,398,367	6%
I. TOTAL DIRECT CHARGES	\$ 2,334,537	\$ 15,720,079	\$ 13,385,542	15%
j. INDIRECT COSTS	244,021	903,555	659,534	27%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 2,578,558	\$ 16,623,634	\$ 14,045,076	16%
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 644,639</i>	<i>\$ 4,155,909</i>	<i>\$ 3,511,269</i>	<i>16%</i>

**CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU
EARLY HEAD START PROGRAM
BUDGET PERIOD JANUARY - DECEMBER 2019
AS OF MARCH 2019**

DESCRIPTION	March YTD Actual	Total Budget	Remaining Budget	25% % YTD
a. PERSONNEL	\$ 58,404	\$ 241,295	\$ 182,891	24%
b. FRINGE BENEFITS	36,022	136,908	100,886	26%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	828	17,300	16,472	5%
f. CONTRACTUAL	92,886	1,284,300	1,191,414	7%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	359,661	1,897,915	1,538,254	19%
I. TOTAL DIRECT CHARGES	\$ 547,801	\$ 3,577,718	\$ 3,029,917	15%
j. INDIRECT COSTS	17,714	50,672	32,958	35%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 565,516	\$ 3,628,390	\$ 3,062,874	16%
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 141,379</i>	<i>\$ 907,098</i>	<i>\$ 765,719</i>	<i>16%</i>

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU
EARLY HEAD START CHILD CARE PARTNERSHIP #1
BUDGET PERIOD JULY 2018 - JUNE 2019
AS OF MARCH 2019

DESCRIPTION	YTD Actual	Total Budget	Remaining Budget	75% % YTD
a. PERSONNEL	\$ 248,862	\$ 297,675	\$ 48,813	84%
b. FRINGE BENEFITS	148,666	206,426	57,760	72%
c. TRAVEL	-	-	-	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	8,154	6,900	(1,254)	118%
f. CONTRACTUAL	248,052	467,260	219,208	53%
g. CONSTRUCTION			-	0%
h. OTHER	48,103	74,699	26,596	64%
I. TOTAL DIRECT CHARGES	\$ 701,836	\$ 1,052,960	\$ 351,124	67%
j. INDIRECT COSTS	108,610	66,120	(42,490)	164%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 810,446	\$ 1,119,080	\$ 308,634	72%
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 209,815</i>	<i>\$ 279,770</i>	<i>\$ 69,955</i>	<i>75%</i>

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU
EARLY HEAD START CC PARTNERSHIP #2
BUDGET PERIOD SEPTEMBER 2018 - AUGUST 2019
AS OF MARCH 2019

DESCRIPTION	YTD Actual	Total Budget	Remaining Budget	58% % YTD
a. PERSONNEL	\$ 351,227	\$ 622,636	\$ 271,409	56%
b. FRINGE BENEFITS	210,797	372,885	162,088	57%
c. TRAVEL	-	-	-	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	21,832	56,000	34,168	39%
f. CONTRACTUAL	386,664	1,058,400	671,736	37%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	<u>688,524</u>	<u>1,388,659</u>	<u>700,135</u>	<u>50%</u>
I. TOTAL DIRECT CHARGES	<u>\$ 1,659,045</u>	<u>\$ 3,498,580</u>	<u>\$ 1,839,536</u>	<u>47%</u>
j. INDIRECT COSTS	<u>82,336</u>	<u>131,714</u>	<u>49,378</u>	<u>63%</u>
k. TOTAL-ALL BUDGET CATEGORIES	<u>\$ 1,741,381</u>	<u>\$ 3,630,294</u>	<u>\$ 1,888,913</u>	<u>48%</u>
<i>In-Kind (Non-Federal Share)</i>	<u>\$ 521,920</u>	<u>\$ 885,122</u>	<u>\$ 363,202</u>	<u>59%</u>

**COMMUNITY SERVICES BUREAU
SUMMARY CREDIT CARD EXPENDITURE**

VISA/U.S.BANK

MARCH 2019

Acct. code	Stat. Date	Card Account #	Amount	Program	Purpose/Description
2102	03/22/19	xxxx1416	1,741.04	HS Basic Grant	Books, Periodicals
2102	03/22/19	xxxx3016	672.50	Child Care Svs Program	Books, Periodicals
			\$ 2,413.54		
2131	03/22/19	xxxx1907	470.21	EHS-Child Care Partnership #2	Minor Furniture/Equipment
			\$ 470.21		
2150	03/22/19	xxxx0494	324.48	Child Nutrition Food Services	Food
			\$ 324.48		
2303	03/22/19	xxxx4959	38.00	Head Start T & TA	Other Travel Employees
2303	03/22/19	xxxx4959	(28.00)	Head Start T & TA	Other Travel Employees
2303	03/22/19	xxxx4959	441.33	HS Basic Grant	Other Travel Employees
2303	03/22/19	xxxx4959	441.33	EHS-Child Care Partnership #2	Other Travel Employees
2303	03/22/19	xxxx1416	1,320.95	EHS-Child Care Partnership #2	Other Travel Employees
2303	03/22/19	xxxx2364	116.00	EHS-Child Care Partnership #2	Other Travel Employees
2303	03/22/19	xxxx2364	(40.00)	EHS-Child Care Partnership #2	Other Travel Employees
2303	03/22/19	xxxx1907	1,651.83	CSD Liheap PGE Assistance	Other Travel Employees
2303	03/22/19	xxxx3016	2,195.10	FACS Mental Health Program	Other Travel Employees
2303	03/22/19	xxxx8777	1,183.84	Head Start T & TA	Other Travel Employees
			\$ 7,320.38		
2467	03/22/19	xxxx4959	409.58	Comm. Svc Block Grant	Training & Registration
2467	03/22/19	xxxx4959	297.00	EHS-Child Care Partnership #2	Training & Registration
2467	03/22/19	xxxx1416	292.69	HS Basic Grant	Training & Registration
2467	03/22/19	xxxx2364	820.00	EHS-Child Care Partnership #2	Training & Registration
2467	03/22/19	xxxx1907	1,128.00	HS Basic Grant	Training & Registration
2467	03/22/19	xxxx0494	2,772.39	HS Basic Grant	Training & Registration
			\$ 5,719.66		
2479	03/22/19	xxxx1899	1,523.74	Indirect Admin Costs	Other Special Dpmtal Exp
			\$ 1,523.74		
2490	03/22/19	xxxx1416	481.55	HS Basic Grant	Misc Services/Supplies
2490	03/22/19	xxxx3016	207.15	FACS Mental Health Program	Misc Services/Supplies
2490	03/22/19	xxxx3016	159.13	EHS Basis Grant	Misc Services/Supplies
2490	03/22/19	xxxx8777	469.80	HS Basic Grant	Misc Services/Supplies
2490	03/22/19	xxxx8798	118.20	Indirect Admin Costs	Misc Services/Supplies
			\$ 1,435.83		

CHILD and ADULT CARE FOOD PROGRAM MEALS SERVED - FY 2018-2019

March 2019

14 Approved Sites



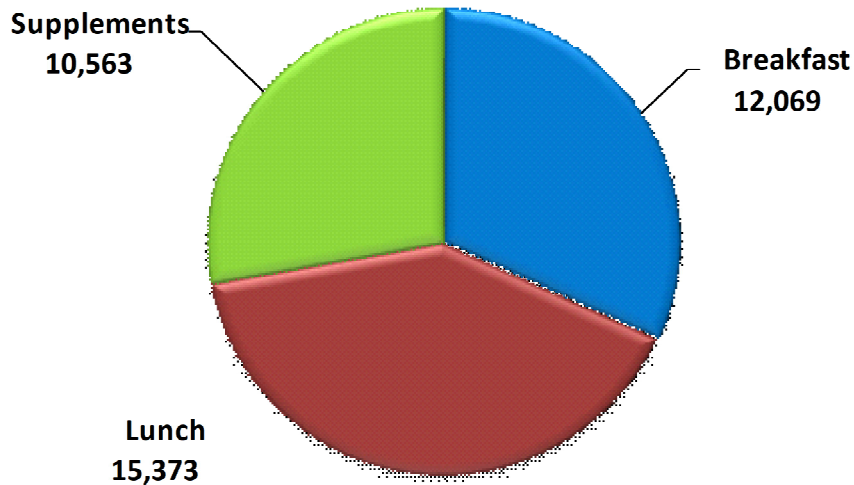
21 Days Meals Served



733 Daily Participation



38,005 Meals Served



**EXECUTIVE SUMMARY
INCOMING FUNDS NARRATIVE STATEMENT**

1. PROJECT/PROGRAM TITLE. Early Head Start-Child Care Partnership #2 Funding Application for Budget Period September 1, 2019 through August 31, 2020.

2. FUNDING AGENCY. Department of Health and Human Services, Administration for Children and Families (ACF), Office of Head Start (OHS).

3. SUBMITTAL STATUS. This is a submission of application for Early Head Start Child Care Partnership #2 grant funding for FY 2019- 2020.

4. PROPOSED TERM. Funding must be requested annually. The standard one year budget period is from September 1, 2019 through August 31, 2020. The budget summary is below.

5. CURRENT FUNDING. Funding for Early Head Start Child Care Partnership #2 is provided by federal dollars. Contra Costa County, as Grantee, is required to generate a 20% non-federal match of the total project budget, which may be in cash or in-kind contributions, fairly valued.

6. FUTURE FUNDING. An application for continuation grant funding must be submitted each year.

7. BUDGET SUMMARY

Budget Categories:	FY 2019-2020 EHS Child Care Partnership #2 Operation
Personnel	\$ 616,136
Fringe Benefits	\$ 369,357
T & TA	\$ 86,354
Travel	\$ - 0 -
Supplies	\$ 50,000
Contractual	\$ 502,746
Other	\$ 1,939,040
Sub-Total of Direct Charges	\$3,563,633
Indirect Costs	\$ 129,389
Total Federal Amount Being Requested	\$3,693,022
Non-Federal Share	\$ 923,256
Total Federal and Non-Federal	\$4,616,278

8. STAFFING REQUIREMENTS. As Grantee, Contra Costa County operates the Head Start Program, which is administered and staffed by the Employment & Human Services Department, Community Services Bureau.

9. PROGRAM NEED. The Community Services Bureau serves the needs of low-income children (3-5 years of age under Head Start, and prenatal - 3 yrs under Early Head Start) and their families, by providing quality childcare, child development, and other services such as medical, mental health and dental needs.

10. RELATIONSHIP TO OTHER PROGRAMS. The Community Services Bureau's Head Start program combines Federal Head Start and State Child Development funding into one cohesive program. The Bureau also has strong collaborations with other departments within the County and partners with community based organizations, local private businesses, schools, non-profits, and volunteer organizations.

11. PROJECT GOALS. (Same goals and objectives for both Head Start and Early Head Start)

Goal 1: Goal 1: Through the use of multiple technologies, CSB will develop systems to enhance staff and client communication while coordinating program-wide approaches to effective data management and ensuring high quality service delivery.

Goal 2: Due to an 84% increase in Early Head Start slots (from 311 to 573) in two years, CSB will enhance its Early Head Start programming through a multi-faceted approach.

Goal 3: CSB will implement a "Grow Our Own" approach to hiring, developing, and retaining a robust staff across all service areas that are responsive to the clients and intrinsically motivated to be the best they can be through a variety of supports and services.

Goal 4: CSB will implement data-driven Parent, Family and Community Engagement (PFCE) services that embrace the PFCE framework and result in measurable impacts that achieve the mission of the organization.

12. STATED OBJECTIVES.

- By June 30, 2019, CSB will place interactive self-service kiosk stations at large centers and the administration building with user-friendly interface and software that interacts with CSB's data management system.
- By June 30, 2019, CSB will implement the use of an interactive web-portal and mobile application to improve communication between client and staff.
- By June 30, 2019, CSB will implement an Interactive Voice Response (IVR) and Short Message System (SMS) that allows a computer to interact with clients through the use of voice and/or text to input via keypad or their land line or mobile device.
- By June 2019, trainings based on Program for Infant and Toddler Care (PITC) and State of California Infant and Toddler Learning Foundations will continue to be implemented to support growing professional knowledge of caregiving practices.
- By June 2019, CSB will increase family collaboration and understanding of school readiness through various family engagement activities based on the first assessment date in the child outcomes report.
- By June 2019, CSB will administer vision screenings to Early Head Start Children ages 6 months to 3 years using the PlusOptix Mobile Vision Screener to ensure the earliest possible identification of vision concerns.
- By June 2019, CSB will enhance nutrition and oral health education with parents and staff to reduce the risk of early onset dental decay in children under 3 years

old.

- By December 31, 2019, CSB will collaborate with Diablo Valley College ECE Learning Communities to engage participants in the field of early childhood education.
- By December 31, 2019, CSB staff will have an opportunity to participate in the Staff Health Improvement Plan (SHIP) and other initiatives that facilitate increased staff wellness and morale.
- By December 31, 2019, CSB will collaborate with the YMCA of the Bay Area and Contra Costa College in the California Apprenticeship Initiative to engage participants in the early care and education field.
- By June 2019, CSB will strengthen father-child relationships through activities that promote healthy lifestyles.
- By June 2019, CLOUDS's Strength Building-Family Partnership Agreement (SB-FPA) will provide measurable family outcome reports.
- By June 2019, The Make Parenting A Pleasure (MPAP) Curriculum will expand the scope of trainings.

13. ACTIVITY SUMMARY. Program continues to provide high-quality services.

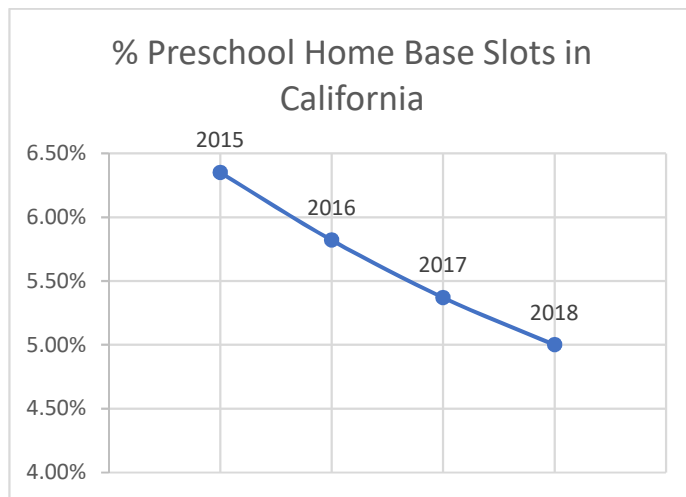
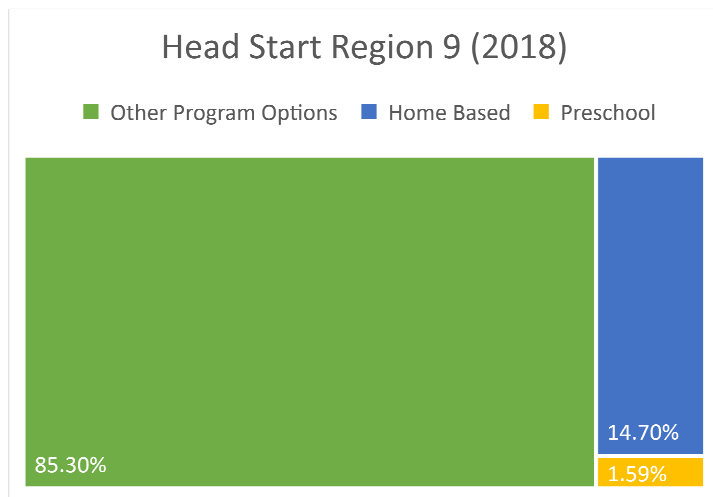
14. EVALUATION METHOD(S). Measurable, results-based child and family outcomes have been implemented, such as the required State of California's Desired Results Developmental Profile, for programs providing services through collaboration with the State of California Department of Education.

15. CHANGES COMPARED TO PRIOR YEAR (if any). Goals and Objectives cover FY 2018 – FY 2022. Policy Council has been involved in the development, review and evaluation process of the goals and objectives.

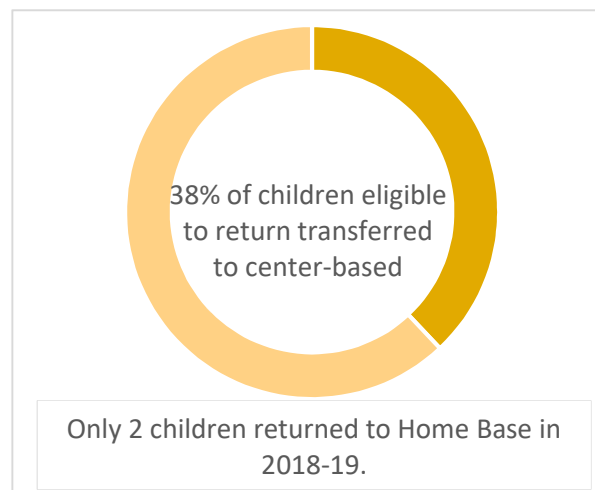
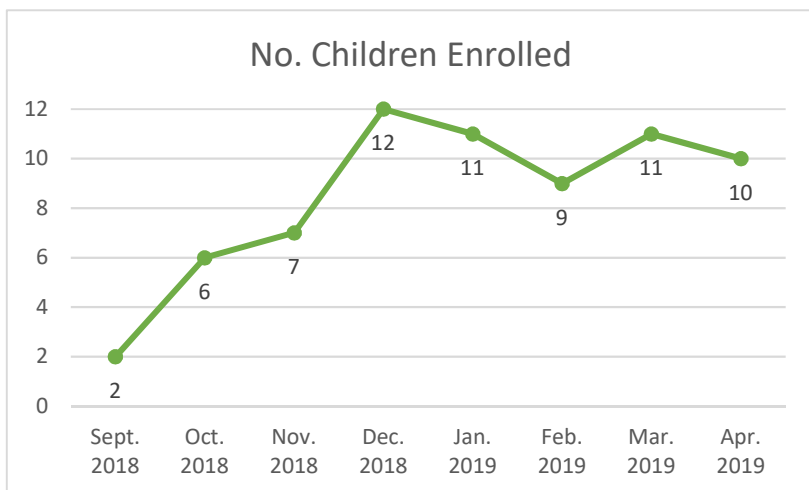
16. POTENTIAL CONTROVERSIAL ISSUES. None. Public perception of the Head Start and Early Head Start programs remain positive. The Policy Council will approve submission of this grant at their May 15, 2019 meeting.

Home Base Program Option Data

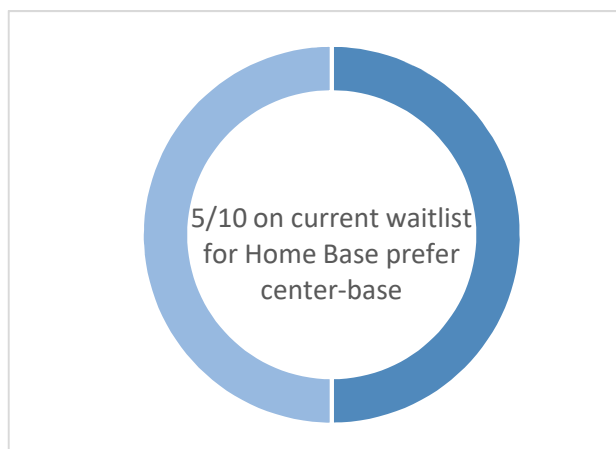
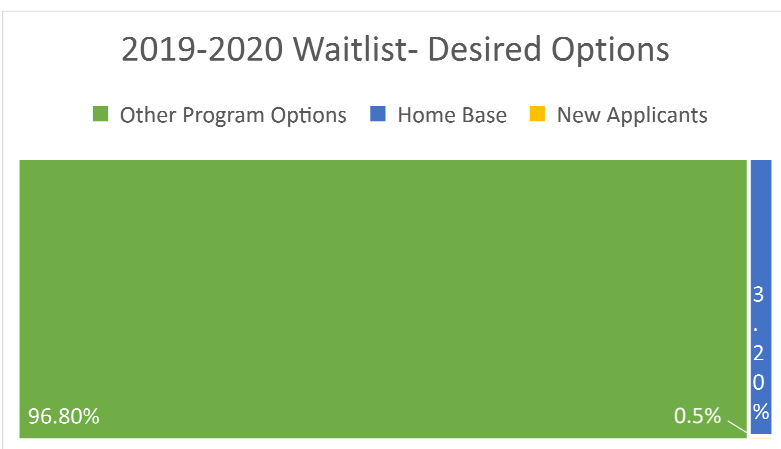
State and Regional Trends: When looking at Head Start Program Information Report (PIR) Data, we see a decline in home base services for preschool children.



CSB's Home Base Enrollment: CSB continues to encounter challenges in maintaining full enrollment. Average monthly enrollment this year is eight (8) children.



CSB's Waitlist: CSB's waitlist shows that fewer families are requesting or are interested in a home base preschool program for their child. Only 0.5% of new applications since 2018 indicate home base as an option for their child.



2019-20 CSB Planning Calendar

ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
BOARD OF SUPERVISORS													
Communication	Camilla									Attend BOS Meeting for PD/PY Layoffs		Community Action Month BOS Proclamation	
									Meet with individual Board members for updates				
					FHS Committee Presentation						Invite Board Members to Centers for Week of the Young Child		
Reports	Camilla	Monthly Report to BOS/CAO											
BUSINESS SYSTEMS													
E-Rate	Sung		E-Rate BEAR (Billed Entity Applicant Reimbursement) /472			E-Rate RFI	E-Rate Form 470	E-Rate Form 471		USAC PIA Review	E-Rate/USAC PIA Review		
			Invoicing USAC/Service Provider for Reimbursement			RFI for Next Year's Technology Needs	RFI for Tele-Communication/Internet/Internal Connection		Action: BOS Approval for Incoming Funds	Review Prior Years E-Rate Form 471 Grant Application	E-Rate Form 486		
								USAC Conference					
CLOUDS	Sung			CLOUDS User Group Meeting	CLOUDS Staff Training	CLOUDS User Conference			Review Contract by County Counsel CLOUDS User Group Meeting		CLOUDS Staff Training	CLOUDS User Group Meeting	CLOUDS Renewal
Facilities/Center Health and Safety	Sung	Quarterly Deep Cleaning EHS & Kitchen	Annual Deep Cleaning HS	Certification for Playground Safety Inspector (Expires Every 4 Years)	Quarterly Deep Cleaning EHS & Kitchen			Quarterly Deep Cleaning EHS & Kitchen			Quarterly Deep Cleaning EHS & Kitchen		
		Health & Safety Officer Committee Meeting			Health & Safety Officer Committee Meeting			Health & Safety Officer Committee Meeting			Health & Safety Officer Committee Meeting		
					Emergency Preparedness Training and Great Shake Out Statewide Earthquake Drill								

2019-20 CSB Planning Calendar

ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
COMMUNICATION													
Families	Katharine			Community Work Days						Community Work Days			
	Pam				Family Newsletter			Family Newsletter				Family Newsletter	
		Monthly Early Closure Letters	Back to School Nights								Part-Day Closure Reminder Letters to Families		Year-end celebrations
		Monthly Parent Meetings		PD/PY Calendar Given to Families			PD/PY 1 Week Winter Break			PD/PY 1 Week Spring Break (Aligned with Local School Districts)			
	Pam	Provide Family Handbooks to Families		Pedestrian Safety Training Required				Begin Kindergarten Transitions/ Training		Family Handbook Updates (Every 2 years, 2017-2019)	Child Abuse/DV Prevention Training Required	Summer Safety Newsletter	
Staff	Camilla	Update external calendar meetings		Vacation Request due for 4th Quarter			Vacation Request Due for 1st Quarter			Vacation Request Due for 2nd Quarter			Vacation Request due for 3rd Quarter
	Camilla	Quarterly Staff Newsletter			Quarterly Staff Newsletter			Quarterly Staff Newsletter			Quarterly Staff Newsletter		
	Camilla	SAM Quarterly Report			SAM Quarterly Report			SAM Quarterly Report			SAM Quarterly Report		
	Katharine	Monthly Cluster meetings	Bi-monthly All-Cluster meetings		Bi-monthly All-Cluster meetings		Bi-monthly All-Cluster meetings		Bi-monthly All-Cluster meetings		Bi-monthly All-Cluster meetings		Bi-monthly All-Cluster meetings
Regional Office (RO)	Katharine	Monthly Calls with the RO		School Readiness (SR) Visit for RO	Child Restraint System annual waiver due Nov 1						School Readiness (SR) visit for RO		
				Child Outcomes Year-End Report to RO via CAO report						Child Outcomes Baseline Report to RO via CAO report			Child Outcomes Mid-Year Report to RO via CAO report
COMMUNITY ASSESSMENT													
Community Assessment 2017-2021 Major Update Every 5 years	Nelly	Prepare Community Assessment Updates Narrative for Continuation Grant		Submit Executive Summary with HS/EHS Continuation Grant				Researching Community Assessment Updates- Year 3			Finalize Community Assessment		Action: Present Community Assessment Executive Summary Report for PC, BOS, and Staff

2019-20 CSB Planning Calendar

ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
COMMUNITY ENGAGEMENT													
Give Kids a Smile Day	Pam						Give Kids a Smile Day (GKSD) - Planning Meetings with Contra Costa Dental Society, Children's Oral Health Program	Give Kids a Smile Day Preparation and Implementation of GKSD Plan Every Day in Month of January	Give Kids a Smile Day Event (1st Friday of the Month of February)	Give Kids a Smile Day Post Meeting			
La Clinica and Life Long Dental Vans		Monthly at Selected Sites											
Hearing and Vision Certification/Training			CSB & CHDP Hearing & Vision Training for CSB and Local Health Providers					CSB & CHDP Hearing & Vision Training for CSB and Local Health Providers			CSB & CHDP Hearing & Vision Training for CSB and Local Health Providers		
Healthy and Active Lifestyle	Pam				National Food Day - October 24th				"Pride in Food Service Week" -- First week in February	National Nutrition Month	Annual California Dietetic Association Meeting & Exhibition		National Fruit and Veggie Day (June 17th is Eat All Your Veggies Day)
		Monthly Parent Meetings / Trainings											
Family Engagement	Pam				Fall Harvest Festivals					Collect WOTYC Plans for Centers	WOTYC Celebrations	Collect Year-End Celebration Plans for the Center	Year-End Celebrations
										Open House			
						EHS PFCE Prep/Planning Home Family Activities to support SR PFCE Goals		EHS PFCE Home Family Activities to support SR PFCE Goals					
						HS PFCE Prep/Planning Home Family Activities to support SR PFCE Goals		HS PFCE Home Family Activities to support SR PFCE Goals					
	Sophia				Health & Nutrition Services Advisory Committee Meeting						Health & Nutrition Services Advisory Committee Meeting		
	Ron				Prep/planning Take Home Activities		EHS: Take home family activities monthly Dec-June						

2019-20 CSB Planning Calendar

ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
	Amy				Prep/planning Take Home Activities		HS: Take home family activities monthly Dec-June						
	Pam	Make Parenting A Pleasure Curriculum (Monthly excluding August)											
								Family Financial Fitness Workshops					
			ESL Classes at GMC							ESL Classes at GMC			
		Itsy Bitsy Read and Parent Power Reading Workshops (year round)											
			Male Involvement Quarterly Event			Male Involvement Quarterly Event			Male Involvement Quarterly Event			Male Involvement Quarterly Event	
COMMUNITY SERVICES BLOCK GRANT													
CSD Meetings and Trainings	Christina		2019 CAP Annual Convention-Chicago, Illinois									CalCapa Conference - location TBD	
			Quarterly CAC Meeting			Quarterly CAC Meeting			Quarterly CAC Meeting			Quarterly CAC Meeting	
EOC Meetings/Events	Christina	Monthly EOC Business Meetings											
				Election of EOC Executive Committee Officers			Present the 2019 Board of Supervisors Annual Report to EOC			EOC Staff Present 2019 Legislative Platform Adopted by BOS to EOC	Form 700 due to Clerk of BOS	Community Action Month: EOC Outreach Event	
Subcontractors	Christina	EOC Members Begin 2019-20 Subcontractor Onsite Monitoring		EOC RFI Process for 2020-21 CSBG Contracts	Subcommitte to Review CSBG Proposals for 2020-21 Subcontractor Contracts	2020-21 Awardrd Subcontractors and CSBG Budget presented to the EOC			Annual CSBG Roundtable				

2019-20 CSB Planning Calendar

ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Reporting/Audits	Christina	20th: Bi-Monthly Expenditure Due to CSD (May & June)		20th: Bi-Monthly Expenditure Due to CSD (Jul & Aug)	Year-End Budget Modification Developed w/Fiscal Subcommittee to CSD	20th: Bi-Monthly Expenditure Due to CSD (Sept & Oct)		20th: Bi-Monthly Expenditure Due to CSD (Nov & Dec 2018)	20th: Annual Programmatic Reports due: CSD 801 NPI, CSD 295-CCR Due	20th: Bi-Monthly Expenditure Due to CSD (Jan & Feb 2019)		20th: Bi-Monthly Expenditure Due to CSD (Mar & Apr)	
			Organizational Standards reviewed by CSD			15th: Last day to Submit Budget Modification to CSD (if necessary)			1st: CSBG Information System (IS) Report due to CSD (Jan-Dec 2019)			31st: 2019 CSBG Close Out Report Due to CSD	
CONTRACTS													
EESD Contracts	Nelly			Management Bulletin for CDE Refunding Application		Application Due for CDE Refunding Application For Next Fiscal Year					Draft Self-Evaluation Action Plan		Submit Self-Evaluation to CDE on June 1st.
								Prepare, Distribute and Collect Parent Survey for Alternative Payment Programs		Compile AP Parent Surveys		Review AP Parent Survey Results & Share with Senior Mgmt. BOS, and PC. Submit Report to Analyst.	
	Amy	Full Day-Begin Screenings and DRDP Assessments		Part Day-Begin Screenings and DRDP Assessments		Complete ECERS/ITERS by 11/30	Complete DRDP Summary of Findings by 12/30	Prepare, Distribute and Conduct DRDP Parent Survey for Center Based Programs		Compile DRDP Parent Surveys by Contract	Complete Agency Summary of Findings	Review Parent Survey Results & Share with Senior Mgmt. BOS, and PC. Submit Report to Analyst.	
LIHEAP/DOE	Sung		Begin LIHEAP Contract with CSD for PY 2020	End of PY LIHEAP Contract									
			Begin on DOE Contract with CSD for PY 2018	End of PY DOE Contract									
CSBG	Christina				Begin Request for Information (RFI) for CSBG Contract w/ CSD for PY 2020-21	RFI Information session for potential subcontractors	Begin executing 2020-2021 CSBG contracts						
Partnerships	Nasim	CACFP Contract	Begin Contract Renewals for Contracts Due in November		Begin Contract Renewals for Contracts Due in December and January	Action: BOS Approval of All Contracts				Begin Contract Renewals for Contracts Due in July (Pending Slots)		Action: BOS Approval of All Contracts	
ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, AND ATTENDANCE (ERSEA)													

2019-20 CSB Planning Calendar

ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Eligibility/ Enrollment	Sarah	Monthly Enrollment Report Due to HSES by the 7th & Purge Protocol Completed by the 5th		Weekly 30-day Full Enrollment Checks and Reports					New Federal Income Guidelines Issued				PD/PY Classes End
		CS Desk Guide and Forms review (Every 2 years - 2017)		PD/PY Classes Begin							Eligibility & Enrollment Clinics		
Recruitment	Sarah							Review/ Revise Recruitment Materials	Begin Major Recruitment Drive	Continue Recruitment Drive			
		Monthly - Purge Waitlist	Submit Request for Flyers to be Mailed with Public Benefit Quarterly Reports							Submit Request for Flyers to be Mailed with Public Benefit Quarterly Reports			
Selection	Sarah					Hold Selection Criteria Meeting with Staff, Parents, and Program Services Subcommittee		Action: PC Approves Selection Criteria and Recruitment Plan	Action: BOS Approves Selection Criteria and Recruitment Plan	Establish Procedure and Timelines for Rollover			Purge Over-Income Waiver List
Attendance & Planning	Sarah	Monthly Attendance Report for BOS/PC						Slot Planning for Next py				Slots Map Finalized for Next PY and Distribute	
FISCAL													
Reports	Eric	CDE 4th Quarterly Report Due	Operating Information in the Comprehensive Annual Financial	Budget Input in HSES Due to ACF for Next PY	CDE 1st Quarterly Report Due	Audit Report Due to State (CDE) by November 15th	County Single Audit begins	CDE 2nd Quarterly Report Due	Baseline Budget (BFM) and Budget Narrative Due	County Performance Report Due	CDE 3rd Quarterly Report Due	Report the Results of Prior Year Single Audit to PC	
		Fiscal Reports to PC & BOS	County Year-End Close Out Continues: Submission of Journals, Accruals, and Deferrals to Auditor's Office	Complete Risk Assessment for Each Subrecipient	Child Development Audit Begins	Single Audit Certification of Subrecipients	Cut-off for Encumbrance of HS/EHS 2017 Funds	Personnel Cost Forecasting (PCF) Report due		Site Review of Delegate Agency Due	Final financial Status Report SF-425 Due to ACF		
		Stage 2 & CAPP Reports Due to CDE (20th of each month)	CSBG Report Due to CSD (bi-monthly due on the 20th)		CSBG Report Due to CSD (bi-monthly due on the 20th)		CSBG Report Due to CSD (bi-monthly due on the 20th)	Mid-year Projections Due to CAO	CSBG Report Due to CSD (bi-monthly due on the 20th)	CSBG IS Form Due 3/1	CSBG Report Due to CSD (bi-monthly due on the 20th)		CSBG Report Due to CSD (bi-monthly due on the 20th)
		County Year-End Close Out Begins: Cut Off for Encumbrances Adjustment Deposit Permit						Annual Financial Status Report SF-425 Due to ACF				Internal Control Checklist on Cash and Petty Cash due to Auditor's Office	
		Semi-Annual Financial Status Report SF-425 Due to ACF						Head Start & Early Head Start Fiscal Year Begins					

2019-20 CSB Planning Calendar

ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Budgets	Eric	State/County Fiscal Year Begins July 1st		Schedule of Expenditures of Federal Awards Due to Auditor Controller's Office			Indirect Cost Rate Proposal Due to US Dept. of Health & Human Services	Current Year's Budget Adjustments Due to Auditor Controller's Office			Subrecipient & Contractor Determination Checklist		State/County Fiscal Year Ends June 30th
		CACFP CMIPS Submitted	Finalize 2018 Operational and T & TA Budget for HS/EHS; 2018 Budget for PC Discussion and Approval						Mandatory & Discretionary List to CAO				Year-end Appropriation Adjustments
GRANTS													
HS/EHS Grants (09CH9115)	Nasim	Conduct Grant Writing Process with Assigned Team Members (Including: Goals & Objectives)		Action for 09CH010862: Request PC Approval for Submission of Grant, Budgets and Goals & Objectives. Action: Upload Grants Through HSES	Present Grant Cycle Process Overview to PC at Orientation					Action for 09HP00012: Request PC Approval for Submission of Grant, Budgets and Goals & Objectives. Action: Upload Grants Through HSES	Develop Grant Timeline in Conjunction with PC/BOS Meeting Dates for Approval Requests	Present to PC: Review of Continuation Grant Cycle Action for 09HP000111: Request PC Approval for Submission of Grant, Budgets and Goals & Objectives. Action: Upload Grants Through HSES	Share Grantee Timeline Tasks with Delegate
HS/EHS Grants (09CH9115) (cont'd)		Program G/O Updates Semi-Annual Report Disseminated to Staff, Department Director, PC, and BOS AND Issue Task and Timelines for 09CH010862						Program G/O Updates Semi-Annual Report Disseminated to Staff, Department Director, PC, and BOS AND Issue Task and Timelines for 09HP00012		Issue Task and Timelines for 09HP000111			Announce Continuation Grant Cycle to PC, Including Year-End Monitoring Results (CSB Director's Report)
HS/EHS Grants (09CH9115) (cont'd)	Haydee	SF-425 Semi-annual report due to ACF		Action: Upload Budget by object total and justification thru HSES				SF-425 Annual Report due to ACF			SF-425 Final Report due to ACF		
EHS-CCP Grant #1 (09HP00012)	Angela	SF-425 Annual report due to ACF			SF-425 Final Report due to ACF			Receive Funding Guidance Letter SF-425 Semi-annual report due to ACF		Get PC/BOS Approvals	Due April 1 Action: Upload Budget by object total and justification thru HSES		

2019-20 CSB Planning Calendar

ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
EHS-CCP Grant #2 (09HP000111)	Angela				SF-425 Annual report due to ACF			SF-425 Final Report due to ACF		Receive funding guidance letter	Get PC/BOS approval SF-425 Annual report due to ACF		Due June. 1 Action: Upload Budget by object total and justification thru HSES
HUMAN RESOURCES													
Tracking	Reni	Monthly Personnel Tracking reports: WC/FMLA/LOA Performance Review – every other month Staff & Center Roster Vacant/Filled Report											
	Olga	Ongoing Permit expiration notices to staff											
Monitoring	Reni	Ongoing Personnel File Monitoring including partners											
		Performance Review notices		Performance Review notices		Performance Review notices	Positions Control Review	Performance Review notices		Performance Review notices		Performance Review notices	Personnel Budget review.
		Monitor transcripts TAT				Monitor transcripts TAT						Monitor transcripts TAT	
PD/PY	Reni	Return-To-Work Letter to Laid off PD/PY staff (August 1st)	PD/PY Employees return							Action: Board Order to Layoff PD/PY Staff	Action: PD/PY layoff approval by PC	Order of Layoff PD/PY Staff	
											Notice of Proposed Action for Layoff		Summer closure & PD/PY Staff Layoff
											Notice of Action for Layoff		
Reporting	Reni/Olga	Program Information Report		LIC 500 to Licensing			LIC 500 to Licensing	Risk Management Loss Control Report - Share w/Senior Mgmt.	OSHA Reports posting at all sites	LIC 500 to Licensing	Remove OSHA Reports posting from sites		LIC 500 to Licensing

2019-20 CSB Planning Calendar

ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Required Training	Olga	Ongoing Sexual Harassment Awareness Training (line staff every 3 years and supervisor every 2 years)	National Voter Registration Act Training (Annually July/Aug.)	CSB Policies and Procedures Review by all staff	Chronological Supervision & Progressive Discipline Training		Civil Rights Training (Every 2 years Jan./Feb.)		CSB Protocol for Hourly Head Count and Transition training for staff	Preventive Health & Safety (EMSA) (At time of hire once or twice per year)	Child Abuse & Domestic Violence Awareness Training-At time of hire	Confidentiality Training (Annually Apr./May)	Illness and Injury Prevention plan Review
		Ongoing new employee orientation	Licensing Orientation (At time of hire for SS)	First Aid CPR (Every 2 years ongoing)	Integrated Pest Management Training (Annually Sept./Oct.)	Mandated Reporter (At time of hire)-EHSD			CSB Standards of Conduct				15 Hours of Professional Development (Ongoing)
		General HIPAA Awareness Training (upon hire and bi-annual for applicable staff)											
Labor	Reni	Local 1 presentation at NEO (monthly)		Labor -Management Meeting			Labor -Management Meeting			Meet & Confer Layoff PD/PY Staff Warning Letter to Layoff PD/PY staff	Labor -Management Meeting	Annual Bid	Labor -Management Meeting
Recruitment	Olga	Ongoing recruitment at One-Stops and Community Fairs			Career Intro Career Fair				Outreach fair at Loma Vista Adult Center	Recruitment CCC, DVC & Los Medanos College job fair	Recruitment DVC	Recruitment Solano Community College job fair	Career Intro Career Fair (May)
									Mills College Tabling Career Event		Pittsburg CofC & Pittsburg USD CareerLink Fair	Career Intro Career Fair	
											Mount Diablo USD Career Fair	West Bay USD Career Fair (being researched)	
LEGISLATION													
Legislation	Monica	Quarterly Report at Senior Management Meeting			Quarterly Report at Senior Management Meeting			Quarterly Report at Senior Management Meeting		Report on Federal Budget	Quarterly Report at Senior Management Meeting	Report to Sr. Management on May's Legislative Revision	
LOW INCOME HOME ENERGY ASSISTANCE PROGRAM/DEPARTMENT OF ENERGY													
Monitoring/Review	Nelly	Monthly Quality Control Review of Utility Assistance		CSD Console Bi-Annual On-Site Monitoring Visit						CSD Console Bi-Annual On-Site Monitoring Visit			CSD Annual On-Site Monitoring Visit
		Quarterly Quality Control Review with DCD (3rd Thursday)			Quarterly Quality Control Review with DCD (3rd Thursday)			Quarterly Quality Control Review with DCD (3rd Thursday)			Quarterly Quality Control Review with DCD (3rd Thursday)		
	Nelly	Monthly Utility Assistance Meeting		Quarterly Local Service Provider Meeting			Quarterly Local Service Provider Meeting			Quarterly Local Service Provider Meeting			Quarterly Local Service Provider Meeting

2019-20 CSB Planning Calendar

ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Meetings/Conferences			Bi-Monthly LIHEAP/DOE Meeting with DCD		Bi-Monthly LIHEAP/DOE Meeting with DCD		Bi-Monthly LIHEAP/DOE Meeting with DCD		Bi-Monthly LIHEAP/DOE Meeting with DCD		Bi-Monthly LIHEAP/DOE Meeting with DCD		Bi-Monthly LIHEAP/DOE Meeting with DCD
													Energy Annual Convention
Reports	Sam/Sung	20th: EARS Monthly Report											
ON-GOING MONITORING													
Monitoring	Nelly		1st Period Monitoring Begins: Center, Curriculum Fidelity, Education, N&E, and CS		CLASS Monitoring			2nd Period Monitoring Begins: Center, Curriculum Fidelity, Education, N&E, and CS		CLASS Monitoring			End Monitoring
				Semi-Annual Child Safety Checklist						Semi-Annual Child Safety Checklist			
Reports	Nelly		Present 2nd Period Semi-Annual Report to PC Monitoring/ Self-Assessment Subcommittee, PC, CAO, ACF, Senior Managers, Site Supervisors, CS Managers, Partners, and Staff						Present 1st Period Semi-Annual Report to PC Monitoring/ Self-Assessment Subcommittee, PC, CAO, ACF, Senior Managers, Site Supervisors, CS Managers, Partners, and Staff		Review/Update Content of Monitoring Tools and Handbooks		
			Root Cause Analysis						Root Cause Analysis				Review Slot Map Plans and Update for New Period Schedule for Center Monitoring and Sample Size Calculation for Files and Classrooms
PARTNERSHIPS - CHILD CARE													
Communication	Magda	Quarterly Grantee and YMCA		Quarterly Grantee and Delegate Meeting	Annual Partner Director Meeting/ Quarterly Grantee and YMCA	Community Based Partnerships MOU Status Check	Quarterly Grantee and Delegate Meeting	Quarterly Grantee and YMCA		Quarterly Grantee and Delegate Meeting	Quarterly Grantee and YMCA		Quarterly Grantee and Delegate Meeting
		Monthly CoCo Kids Meetings											
				Pedestrian Safety Training Required				Begin Kindergarten Transitions/ Trainings					

2019-20 CSB Planning Calendar

ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
		Bi-monthly CSB and Partner Education Cluster Meeting		Bi-monthly CSB and Partner Education Cluster Meeting		Bi-monthly CSB and Partner Education Cluster Meeting		Bi-monthly CSB and Partner Education Cluster Meeting	CLASS Training for Partners	Bi-monthly CSB and Partner Education Cluster Meeting	Child Abuse/DV Prevention Training Required	Bi-monthly CSB and Partner Education Cluster Meeting	Fees/9400 Trainings for State Partners
PLANNING													
Strategic Planning	Camilla			Revisit 2016-2018 Strategic Initiatives		Finalize Strategic Plan, Changes Including Timeline, Outcomes, and Measurements							
								Strategic Plan Updates to Staff and PC			Report Progress on CSB Strategic Plan		
Planning Calendar	Nasim						Request Planning Calendar Updates from Senior Management leads (As Assigned/Up-Date assignments)	Leads Review and Update Sections		Send to SAM for Review by the 15th	Present Planning Calendar to PC Program Services Subcommittee	Action: Request PC approval of Planning Calendar Action: BOS Approval	Present Updates to Staff
Policies & Procedures Bi-annually (2019-2021)	Nasim	Distribute Hard Copies to Centers/ Administrative Offices. Post on the Intranet. Conduct Annual Staff Training on Service Plans and P&P's							Distribute Assignments to Senior Managers/CS Managers Review Team	Senior Managers/ Managers Send Updates to the Analyst	Analyst Gets SAM Approval	Enlist PC Sub-Committee for Review/Input to Service Plans and P&P's and Analyst to Finalize and Gets Final SAM Approval	Action: Submit to PC and BOS for Approval /Order Copies of Approved P&P's for Centers/Administration and Post on CSB Intranet
POLICY COUNCIL													
PC Meetings and Trainings	Pam		Recognition of Outgoing PC Members	PC Orientation (off-site) on Saturday September (TBD) and Election of New PC Executive Committee		Facilitative Leadership Training	Ethics/Brown Act Video Training Due			PC/BOS Joint Meeting		PC Orientation Planning Begins	PC/BOS Joint Meeting Planning Begins
					Make-Up PC Orientation								
			Monthly PC Meeting (except July and December)										

2019-20 CSB Planning Calendar

ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
			Monthly Subcommittee Meetings (except July and December)		Begin Recruitment for Subcommittee	Finalize Subcommittees							
RECORD KEEPING & REPORTING													
Annual Report	Nasim	Disseminate/Distribute Annual Report to Public and Staff								Begin Annual Report Process and Gather Content from Sr. Mgrs. and CSMs	Finalize Annual Report	Annual Report Final Approval from SAM	Present/Distribute Annual Report to PC and BOS/CAO
Program Information Report	Sarah	Quarterly Meeting CSB & FBHS	Upload PIR by August 31st	Submit to BOS in CAO Report; Present at SAM, Sr. Mgmt. & Cluster Mgmts..	Quarterly Meeting CSB & FBHS	Present to PC		Quarterly Meeting CSB & FBHS			Quarterly Meeting CSB & FBHS		
Equipment and Files	Carlos	Annual County Equipment Inventory Report Confirmation		Program Year prior to Last Program Year Drop Files to Warehouse for Storage								Release Files Past Destruction Date to County for Shredding	
		Prior Program Year Archived Files Stored at Sites for One Year											
SCHOOL READINESS (SR)													
Reports	Amy		Present Final Update of SR Goals from Previous Year to PC Program Svs subcomm., PC, BOS, Sr Mgmt., staff					Present Baseline SR goals to PC Prog Svs Subcommittee & SR.Mgmt.	Present Baseline SR goals to PC, BOS & staff.	Present Mid-Year SR Updates to PC Prog Svs Subcomm.& Sr Mgmt.	Present Mid-Year SR Updates to PC, BOS, & staff.		
			Final DRDP Outcomes Report to PC Program Svs subcomm., PC, BOS, Sr Mgmt., & staff					First DRDP Outcomes Report for Current Program Year to PC Prog Svs subcomm. & Sr Mgmt.	First DRDP Outcomes Report for Current Program Year to PC, BOS & staff.	2nd DRDP Outcomes Report for Current Program Year to PC Prog Svs Subcomm. & Sr Mgmt.	2nd DRDP Outcomes Report to PC, BOS & staff.		
Transitions: Into, Throughout & Out of Program	Amy	In-Service for FD/FY Teachers Education P&Ps	Pre-Service for PD/PY Teachers					Kinder-Readiness Activities: Parent Meetings, RMTK	Kinder-Readiness Registration Information to Parents and Visits to Kinder Classes		Prepare Kindergarten Transition Packets	Distribution of SR Packets/ backpacks (Transition to Kindergarten)	

2019-20 CSB Planning Calendar

ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
	Amy & Ron				PITC Training for EHS staff		PITC Training for EHS staff		PITC Training for EHS staff		PITC Training for EHS staff		PITC Training for EHS staff
SELF ASSESSMENT													
Self Assessment Activities	Nasim				Recruit PC Self-Assessment Sub-Committee	Begin Self-Assessment Process Planning		Identify Sites and Classrooms for Self-Assessment and Instruments	Conduct Self-Assessment (CSB/FBHS)	Action: Submit Final Report and Obtain Approval of Corrective Action Plans as Necessary (ACF/PC/BOS/CSB Director)			Link any Self-Assessment Findings to G&O's for Continuation Grant and T & TA Plan
Self Assessment Activities (cont'd)						Present Process to PC and Broaden Subcommittee Membership		Develop Self-Assessment Schedule and Send Out Notification					
								Form Self-Assessment Teams for Review at CSB and Delegate Agency Sites					
								Train Community Volunteers/PC Subcommittee Members					
CALWORKS STAGE 2/ALTERNATIVE PAYMENT PROGRAM													
Families	Nelly										Review and Update Stage 2/CAPP Program Handbook (if applicable)		Distribute Stage 2/CAPP Program Handbook (if updates made)
Monitoring/Reports	Nelly	Quarterly File Monitoring Due	Fiscal Audit		Quarterly File Monitoring Due			Quarterly File Monitoring Due			Quarterly File Monitoring Due		
Meetings/Conferences	Nelly	Monthly CSAM & Unit Meetings			CAPPA & CCDA Annual Conference								



Policy Council Meeting Minutes
Location: 500 Ellinwood Way, Pleasant Hill, CA



Date: 4/17/2019

Time Convened: 7:07 PM

Time Terminated: 7:58 PM

Recorder: Imelda Prieto Martinez

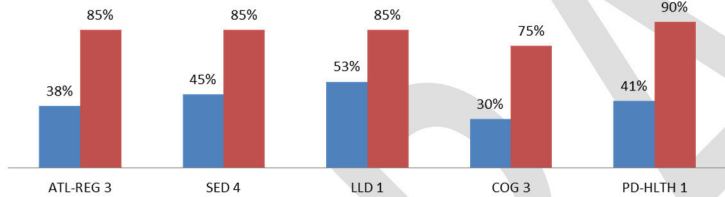
TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	<ul style="list-style-type: none">Veronica Gutierrez, Chair, called the meeting to order at 7:07 p.m.Emma Duran, Vice Chair, reviewed the desired outcomes.Delphine Smith, Parliamentarian, reviewed meeting rules.
Public Comment	None
Correspondence	None
Administrative Reports <ul style="list-style-type: none">CSB DirectorDivision ManagerFiscal	<p>Camilla Rand, Director, welcomed Policy Council representatives and thanked participants for providing feedback to the Economic Opportunity Public Hearing. Camilla presented the following administrative updates:</p> <ul style="list-style-type: none">Early Childhood Education is important to the Governor and a priority in his proposed budget. Currently, 250 legislative bills have been introduced with 80 at the state level in support of early care and education. The Governor is requesting that 4.2 million dollars be allocated to support early care and education to include funding for facilities, expanding State Preschool and increasing slots for infant & toddler care. The revised proposed budget will come out May 14th More information will be shared as received during our May and June PC Meetings.Office of Head Start is requesting a \$250 million dollar carve-out to fund infant & toddler care. <p>Enrollment and attendance statistics for March:</p> <ul style="list-style-type: none">Enrollment: 100.44% for Head Start; 102.57% for Early Head Start; 100% for Early Head Start Child Care Program Partnership #1; and 101.05% for Early Head Start Child Care Program Partnership #2.Attendance: 82.54% for Head Start; 79.50% for Early Head Start; 92.51% for Early Head Start Child Care Program Partnership #1; and 80.2% for Early Head Start Child Care Program Partnership #2. <p>Haydee Ilan, Accountant III and Andres Torres, Fiscal Subcommittee member, presented the following fiscal reports:</p> <ul style="list-style-type: none">2018-2019 Head Start Program: February 2019 year to date cash expenditures were \$1,585,777 YTD, which represents 10% of the program budget.



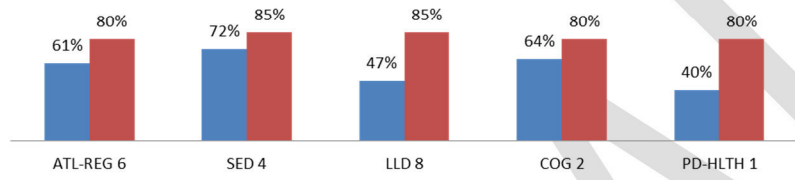
Policy Council Meeting Minutes
Location: 500 Ellinwood Way, Pleasant Hill, CA



TOPIC	RECOMMENDATION / SUMMARY																		
	<ul style="list-style-type: none">○ 2018-2019 Early Head Start Program: February 2019 year to date cash expenditures were \$309,462 YTD, which represents 9% of the program budget.○ 2018-2019 Early Head Start – CC Partnership: February 2019 year to date cash expenditures were \$803,920 YTD, which represents 72% of the program budget.○ 2018-2019 Early Head Start – CC Partnership #2: February 2019 year to date cash expenditures were \$1,479,613 YTD, which represents 41% of the program budget.○ Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of February 2019 were \$25,214.47.○ Child and Adult Care Food Program: February 2019 total meal served including breakfast, lunch, and supplements were 32,314. <p>Haydee reviewed the Early Head Start Child Care Partnership #2 carryover budget for the period of September 2018 through August 2019:</p> <table><tr><th></th><th>Carryover Budget</th><th>Carryover T/TA</th></tr><tr><td>Equipment</td><td>\$1,510,610</td><td></td></tr><tr><td>Supplies</td><td>\$359,907</td><td></td></tr><tr><td>Contractual</td><td>\$117,500</td><td>\$72,505</td></tr><tr><td>Other</td><td>\$2,116,509</td><td>\$96,887</td></tr><tr><td>Total Direct Charges</td><td>\$4,104,526</td><td>\$169,392</td></tr></table> <p>Totals – All Budget Categories \$4,273,918</p>		Carryover Budget	Carryover T/TA	Equipment	\$1,510,610		Supplies	\$359,907		Contractual	\$117,500	\$72,505	Other	\$2,116,509	\$96,887	Total Direct Charges	\$4,104,526	\$169,392
	Carryover Budget	Carryover T/TA																	
Equipment	\$1,510,610																		
Supplies	\$359,907																		
Contractual	\$117,500	\$72,505																	
Other	\$2,116,509	\$96,887																	
Total Direct Charges	\$4,104,526	\$169,392																	
Report: <ul style="list-style-type: none">• 1st DRDP Child Outcomes & School Readiness Report	<p>Ron Pipa, Assistant Director (TU) and Afi Fiaxe, Comprehensive Services Manager, provided an overview of the 1st DRDP Child Outcomes & School Readiness Report.</p> <p>Results from the first assessment (baseline) were discussed.</p> <p>Overview of Methods</p> <ul style="list-style-type: none">▪ Community Services Bureau (CSB) utilizes DRDP-2015 © to assess the development of all children enrolled in the program.▪ The tool rates children based on different domains, measures, and developmental levels.▪ Three assessments are conducted each program year using this instrument to monitor children's development.																		

TOPIC	RECOMMENDATION / SUMMARY												
	<p>Key Findings-Infants & Toddlers</p> <p>Infants:</p> <ul style="list-style-type: none"> The highest overall scores were in the Physical Development and Health Domain and the Cognition Domain. <p>Toddlers:</p> <ul style="list-style-type: none"> The highest overall scores were in the Physical Development and Health Domain. <p>School Readiness Goals Infants</p> <div data-bbox="361 654 1562 1029"> <p>Infants: Expected Outcomes-By June 2019</p>  <table border="1" data-bbox="1110 654 1562 1029"> <thead> <tr> <th>Abbreviation</th><th>Measure Name</th></tr> </thead> <tbody> <tr> <td>ATL-REG 3</td><td>Imitation</td></tr> <tr> <td>SED 4</td><td>Relationships and Social Interactions with Peers</td></tr> <tr> <td>LLD 1</td><td>Understand increasingly complex Communication and Language</td></tr> <tr> <td>COG 3</td><td>Number Sense of Quantity</td></tr> <tr> <td>PD-HLTH 1</td><td>Perceptual Motor Skills</td></tr> </tbody> </table> </div> <p>Figures represent the infants' baseline percentages for the developmental domain measure in blue and expected outcomes by June 2019 in red. Infant goals are based on the developmental level of "Exploring Earlier."</p> <p>School Readiness Goals Toddlers</p>	Abbreviation	Measure Name	ATL-REG 3	Imitation	SED 4	Relationships and Social Interactions with Peers	LLD 1	Understand increasingly complex Communication and Language	COG 3	Number Sense of Quantity	PD-HLTH 1	Perceptual Motor Skills
Abbreviation	Measure Name												
ATL-REG 3	Imitation												
SED 4	Relationships and Social Interactions with Peers												
LLD 1	Understand increasingly complex Communication and Language												
COG 3	Number Sense of Quantity												
PD-HLTH 1	Perceptual Motor Skills												

TOPIC	RECOMMENDATION / SUMMARY																																																	
	<div><p>Toddlers: Expected Outcomes -By June 2019</p><table><thead><tr><th>Abbreviation</th><th>Measure Name</th><th>Baseline (%)</th><th>Expected (%)</th></tr></thead><tbody><tr><td>ATL-REG 3</td><td>Imitation</td><td>16%</td><td>70%</td></tr><tr><td>SED 4</td><td>Relationships and Social Interactions with Peers</td><td>17%</td><td>75%</td></tr><tr><td>LLD 1</td><td>Understand increasingly complex Communication and Language</td><td>45%</td><td>75%</td></tr><tr><td>COG 3</td><td>Number Sense of Quantity</td><td>40%</td><td>75%</td></tr><tr><td>PD-HLTH 1</td><td>Perceptual Motor Skills</td><td>23%</td><td>70%</td></tr></tbody></table></div> <p>Figures represent the toddlers’ baseline percentages for the developmental domain measure in blue and expected outcomes by June 2019 in red. Toddler goals are based on the developmental level of “Exploring Later.”</p> <p>Key Findings-Preschoolers & Pre-kindergarteners</p> <p>Preschoolers:</p> <ul style="list-style-type: none">The highest overall scores were in the Physical Development and Health Domain. <p>Pre-Kindergarteners:</p> <ul style="list-style-type: none">Children in the 2018-2019 program year scored higher at the first assessment than the children in the 2017-2018 program year in the Social and Emotional Development Domain. <p>School Readiness Goals Preschool</p> <div><p>Preschool: Current and Expected Outcomes By June 2019</p><table><thead><tr><th>Abbreviation</th><th>Measure Name</th><th>Current (%)</th><th>Expected (%)</th></tr></thead><tbody><tr><td>ATL-REG 6</td><td>Engagement & Persistence</td><td>53%</td><td>80%</td></tr><tr><td>SED 4</td><td>Relationships and Social Interactions with Peers</td><td>55%</td><td>90%</td></tr><tr><td>LLD 8</td><td>Phonological Awareness</td><td>43%</td><td>80%</td></tr><tr><td>COG 2</td><td>Classification</td><td>43%</td><td>80%</td></tr><tr><td>PD-HLTH 1</td><td>Perceptual Motor Skills</td><td>59%</td><td>95%</td></tr></tbody></table></div>	Abbreviation	Measure Name	Baseline (%)	Expected (%)	ATL-REG 3	Imitation	16%	70%	SED 4	Relationships and Social Interactions with Peers	17%	75%	LLD 1	Understand increasingly complex Communication and Language	45%	75%	COG 3	Number Sense of Quantity	40%	75%	PD-HLTH 1	Perceptual Motor Skills	23%	70%	Abbreviation	Measure Name	Current (%)	Expected (%)	ATL-REG 6	Engagement & Persistence	53%	80%	SED 4	Relationships and Social Interactions with Peers	55%	90%	LLD 8	Phonological Awareness	43%	80%	COG 2	Classification	43%	80%	PD-HLTH 1	Perceptual Motor Skills	59%	95%	
Abbreviation	Measure Name	Baseline (%)	Expected (%)																																															
ATL-REG 3	Imitation	16%	70%																																															
SED 4	Relationships and Social Interactions with Peers	17%	75%																																															
LLD 1	Understand increasingly complex Communication and Language	45%	75%																																															
COG 3	Number Sense of Quantity	40%	75%																																															
PD-HLTH 1	Perceptual Motor Skills	23%	70%																																															
Abbreviation	Measure Name	Current (%)	Expected (%)																																															
ATL-REG 6	Engagement & Persistence	53%	80%																																															
SED 4	Relationships and Social Interactions with Peers	55%	90%																																															
LLD 8	Phonological Awareness	43%	80%																																															
COG 2	Classification	43%	80%																																															
PD-HLTH 1	Perceptual Motor Skills	59%	95%																																															

TOPIC	RECOMMENDATION / SUMMARY															
	<p>Figures represent the preschoolers’ baseline percentages for the developmental domain measure in blue and expected outcomes by June 2019 in red. Preschool goals are based on the developmental level of “Building Earlier.”</p> <p>School Readiness Goals Pre-kindergarteners</p> <div><p>Pre- Kindergarten: Current and Expected Outcomes By June 2019</p><table data-bbox="1163 509 1612 859"><thead><tr><th>Abbreviation</th><th>Measure Name</th></tr></thead><tbody><tr><td>ATL-REG 6</td><td>Engagement & Persistence</td></tr><tr><td>SED 4</td><td>Relationships and Social Interactions with Peers</td></tr><tr><td>LLD 8</td><td>Phonological Awareness</td></tr><tr><td>COG 2</td><td>Classification</td></tr><tr><td>PD-HLTH 1</td><td>Perceptual Motor Skills</td></tr></tbody></table></div> <p>Figures represent the pre-kindergarteners baseline percentages for the developmental domain measure in blue and expected outcomes by June 2019 in red. Pre-kindergarten goals are based on the developmental level of “Building Later.”</p>				Abbreviation	Measure Name	ATL-REG 6	Engagement & Persistence	SED 4	Relationships and Social Interactions with Peers	LLD 8	Phonological Awareness	COG 2	Classification	PD-HLTH 1	Perceptual Motor Skills
Abbreviation	Measure Name															
ATL-REG 6	Engagement & Persistence															
SED 4	Relationships and Social Interactions with Peers															
LLD 8	Phonological Awareness															
COG 2	Classification															
PD-HLTH 1	Perceptual Motor Skills															
Subcommittee Updates	<p>Program Services: Daisy shared the information reviewed during their meeting to include take home activities to support School Readiness goals; Week of the Young Child planned activities; and Policy Council as Leaders in Serving Families Experiencing Homelessness.</p> <p>Fiscal: Andres Torres shared the information reviewed during their meeting to include February Fiscal Reports and Early Head Start Child Care Partnership #2 Carryover Budget for the period of September 2018, through August 2019.</p> <p>Advocacy: Delphine Smith shared the following advocacy activity: “May Day 2019” in support of affordable and safe housing in Concord. The event scheduled for May 1st beginning with a rally at Meadow Homes Park and ending at Todos Santos Plaza. Families were given flyers about the event to share with other families.</p>															
Action: <ul style="list-style-type: none">Consider Approval of the March 20, 2019 Policy Council Minutes	<p>The minutes of the March 20, 2019, Policy Council minutes were reviewed and no corrections were noted.</p> <p>A motion to approve the March 20, 2019, Policy Council minutes was made by Andres Torres and seconded by Lee Ross. The motion was approved.</p> <table><tr><td>Ayes</td><td>Nays</td><td>Abstentions</td><td>Not Present</td></tr></table>				Ayes	Nays	Abstentions	Not Present								
Ayes	Nays	Abstentions	Not Present													



Policy Council Meeting Minutes
Location: 500 Ellinwood Way, Pleasant Hill, CA



TOPIC	RECOMMENDATION / SUMMARY					
	Andres Torres Delphine Smith Nivette Moore-Mason Damaris Santiago Susana Huizar Santos Rodriguez Karla Lara Mariam Okesanya Emma Duran	Daisy Templeton Sarah Dicken Lee Ross Veronica Gutierrez Katie Cisco Mayra Rodriguez			Nancy Santos Cindy Chiem Miguel Gonzalez Monica Avila Monica Barajas Teresa Rodriguez Curtis Royster Cindy Dolores Priscilla Proteau	Paige Chatman Tiffany Posey Erica Contreras Dawn Miguel
Site Reports	<p>Ambrose:</p> <ul style="list-style-type: none"> Children & Families celebrated "Week of the Young Child" with many activities. More families have been attending our Site Parent Meetings. Storage shed and Janitor's shed were cleaned and organized. Classroom "B" was cleaned and organized. Mr. Malcolm, Mental Health Clinician, presented on "Child Abuse Prevention" during our Parent Meeting. Resources on Immigration were shared with the families. <p>Los Arboles:</p> <ul style="list-style-type: none"> Week of the Young Child was a big success with lots of activities and many parents participating. Our outdoor fence was covered to provide additional privacy. Fresh cut grass has made our yard beautiful and enjoyable for the children. Many parents came to the site during Week of the Young Child and shared their cultures with us by reading books to children, cooking projects, dancing and singing with them. Child Abuse training will be held on April 18, 2019. <p>Marsh Creek</p> <ul style="list-style-type: none"> Classrooms received butterfly kits and the children are learning so much about butterflies. Family week picnic was a success. Domestic Violence Prevention was presented during parent meeting. <p>Los Nogales:</p> <ul style="list-style-type: none"> Our teacher, Maria Ortega attended the CAEYC training in Santa Clara. She learned a lot that she is excited to share with her co-workers. 					



Policy Council Meeting Minutes
Location: 500 Ellinwood Way, Pleasant Hill, CA



TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none">• Butterfly kits were delivered to the center and the children are learning about the stages from caterpillars to butterflies.• A parent donated plants and planted them at the center.• Room 1 is doing a project on recycling, while Room 2 is doing a project on babies.• Gwen White from CC health Services presented on Healthy Eating at our Parent Meeting.• Families received Friday Flyers with many resources including homelessness and job opportunities. <p>Bayo Vista:</p> <ul style="list-style-type: none">• Week of the Young Child was a great success. Katharine Mason, Division Manager, read a story to the Toddler's. Isabel Renggenathen, Assistant Director, read a story and danced with all the children. Ron Pipa, ED Manager, played his accordion. Michelle Mankewich, Disabilities Manager, shared her favorite book with Preschoolers. Monica DeVera, ASA III, read to all the children. Assistant Manager, Darling Rivera's daughter Brianna read to the Preschoolers. Teacher, Anjana's daughter Astha, played the clarinet and did face painting with all the children. We ended the week with a parade with many of our parents participating - it was a wonderful ending to a great week.• Projects in process include: improvements to the teachers' lounge and to the children's playground• Norit Bercovicz, Mental Health Clinician, showed parents and staff a wonderful way of Self-Care by painting.• Self Care handout for Parents was shared. <p>Riverview:</p> <ul style="list-style-type: none">• Parent participation during Week of the Young Child was awesome. Children enjoyed a variety of activities during the week to include making instruments, dressing like a rock star, fitness day, cooking projects, face painting, crazy hair day, pajama day and tie-dye/puff paint shirts.• QRIS money was spent to purchase new carpets for both classrooms, tables for Room 1, new chairs for room 2, and the replacement of "used" materials and supplies. Items are being introduced gradually on a daily basis to support the children's understanding of concepts.• During Parent Work Day parents helped organize and clean the classrooms. A Parent Work Day for the outdoor environment will be announced soon.• The Bay Point Community Foundation (funded by Keller Mitigation Funds), provided 4 days of fun and educational activities to serve the children in the community who were on Spring Break. Our preschoolers and teachers walked each day over to the Bay Point Library and enjoyed hands on experiences with insects, reptiles, birds and science experiments.• Ms. Corazon, the center's Wellness Champion attended Wellness Kick-off Meeting.• Special guests included CSU East Bay Nursing Students in addition to parents from Room 1AM who enjoyed reading books to children in support of their Book Project.



Policy Council Meeting Minutes
Location: 500 Ellinwood Way, Pleasant Hill, CA



TOPIC	RECOMMENDATION / SUMMARY	
	<ul style="list-style-type: none"> Catherine Lucero, Site Supervisor II, attended Quality Matters Leadership Learning Community Seminar and Teaching Pyramid Leadership Team 2nd Cohort meeting. <p>Lavonia Allen:</p> <ul style="list-style-type: none"> Children and parents enjoyed many activities during Week of the Young Child that included making individual pizzas, crazy hat day, sports day, and face painting. Parent Work Days were held April 11th and 12th. Special guest included CSU East Bay nursing students. <p>George Miller III:</p> <ul style="list-style-type: none"> Week of the Young Child was very successful - the children and parents enjoyed all the fun activities that took place during the week. Community Workday was also very successful with many parents participating to support us in keeping GMIII beautiful. The center received new outdoor playground equipment for the children's enjoyment. New outdoor areas were created to include a block area, reading nook and a seating/ library area. Outdoor storage unit was cleared and cleaned for Teachers to use as a resource area to store activities and materials. An outdoor music wall is in the development process for the children to use while playing in the yard. Richmond Librarian and CSB employees Nelly Ige and Ritche Martija visited GMIII during Week of the Young Child to read stories to the children. Camilla Rand, Director and Katharine Mason, Division Manager, participated in circle time activities with the children. The Richmond Police Dept. visited the site and led our Week of the Young Child parade. Friday Flyers containing valuable resources and fun and educational activities happening in surrounding, communities were distributed to parents. 	
Announcements	<p>Ana Araujo, Comprehensive Services Manager for Parent, Family, Community Engagement, thanked the participant for sharing their feedback on the EOC Public Hearing and shared announcements:</p> <ul style="list-style-type: none"> Next Policy Council meeting will include a video from the Director of Office of Head Start speaking to Policy Council as Leaders in Serving Families Experiencing Homelessness. CSB Family Spring Newsletter coming soon. Goody bags from Economic Opportunity Council for parents to take home. 	
Meeting Evaluation	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> Food Good information Goody bags and beverages from EOC 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> AC not working